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## **City of Glenn Heights, Texas Request for Qualifications (RFQ) Municipal Facility Services Project Management**

### **Background Information**

The City of Glenn Heights, Texas, has a population of approximately 13,000, and is located in the southern section of the Dallas-Fort Worth-Arlington Metropolitan Statistical Area. The City straddles Dallas County and Ellis County, between Interstate 35 and US Highway 67. Glenn Heights is largely a bedroom community that has experienced considerable to modest population growth and growth in residential development for the past 20 years. During this same period, municipal services has also increased, and it is anticipated that this growth will continue and place greater demands on existing city programs and services. As a result, to continue to meet the growing needs of the community, the City of Glenn Heights has proactively initiated an examination of its allocation of resources and organizational structure, operational processes and procedures, and existing public facilities. Consequently, the City has identified the need to construct core facilities to consolidate essential city functions into a central location. A goal of this new facility is to improve the City's operational efficiency and effectiveness and create an important landmark in the City of Glenn Heights' history.

### **Overview**

The City of Glenn Heights seeks qualification statements from respondents interested in providing Professional Independent Consultant(s) services as described in this Request for Qualifications (RFQ) in conjunction with new municipal buildings. The City of Glenn Heights requests to employ the firm to assist in the execution of the Design-Build project delivery method as defined in Texas Government Code Chapter 2269, Contracting and Delivery Procedures for Construction Services, Section 2269.305, Use of Architect and Engineer as Independent Representative. Additionally, the selected Professional Independent Consultant(s) will provide project development and management services in accordance with the terms and conditions set forth in this RFQ.

The City of Glenn Heights is preparing to construct a new municipal services campus that will consist of a new City Hall, and Public Safety Facility and must also contain adequate parking for employees and visitors at its property (exhibit A) located at 1942 and 1946 S. Hampton Road in Glenn Heights, Texas. Additionally, the City will redevelop existing city-owned property at 1932 S. Hampton Road for a Recreation Center and a Public Works Facility 2118 S. Uhl Road in Glenn Heights, Texas. The total acreage for all parcels is 31.13 acres and the total proposed building square footage is 50,621. See attached exhibit B-E for the proposed spatial programs and square footage for City Hall, Public Safety, Public Works, and the Recreation Center.

It is the intent of the City of Glenn Heights to select via this RFQ a single consultant or consultant team. The selected firm will work with and on behalf of the City of Glenn Heights in managing this project by providing project management services while also working with the



firm that is selected to design build the new municipal service campus. This would include but not be limited to *pre-development planning, project development including construction services, and project closeout.*

This RFQ is Part one of the two-part process the City will utilize to design build the municipal services campus. Part one will consist of the selection of a single consultant or consultant team to represent the best interest of the City in successfully accomplishing all the services outlined in this Request for Qualifications. Generally, Part two will consist of the consultant, selected in part one, assisting the City of Glenn Heights in preparing and selecting via a Request for Proposal a design build professional for design and construction of the municipal services campus.

## **Scope of Services**

The successful consultant will be a highly skilled and experienced individual or project team comprised of seasoned, well-rounded team members. The project management team shall have preferred qualifications in facility planning, design and construction management, with experience in managing civil projects and vertical projects. The selected firm will also be expected to provide general leadership and management functions required of a project manager including but not limited to: recommendations for project delivery, preparing cost estimates, master planning/scheduling, tracking budgets, validating construction costs/cost of work, monitoring schedules; quality control; communication with the project team; coordinating on all issues, documentation, minutes, action items, and approvals to move the projects through all the various phases; providing direct interface with end-users and other stakeholders as required; briefing officials, Council/Boards/Commissions.

Essential functions and responsibilities of the selected consultant shall include:

### **PRE-DEVELOPMENT PLANNING**

#### **A. Pre-Development Planning and Analysis**

1. CONSULTANT will meet with the City to establish expectations, goals, parameters and guidelines for Project.
2. Based on information provided by City the CONSULTANT shall review project description, space program, conceptual floor plan, project requirements, preliminary cost estimate, total project budget, schedule, design guidelines and a recommendation for the scope of work required by the Contractor for Project. If the City does not have the requisite information above, then CONSULTANT will assist in completion. This information will be ultimately used as part of Design Criteria for Design-Build Contractor solicitation.
3. CONSULTANT will at the request of the City review possible options and present information required as part of B.2 below and presents information to City that would allow CONSULTANT to structure solicitation requirements for Project.



B. Contractor Selection, Evaluation and Recommendation

1. The CONSULTANT will assist in preparation of the Request for Proposal (RFP) for the Project which will be used as part of Contractor solicitation and qualification requirements.
2. The CONSULTANT will consult with City Staff preparation of legal documents for the Contractor which will be used as part of RFP solicitation document. These documents could include Contracts, Pricing Delivery, forms or other items necessary for legal requirements.
3. The CONSULTANT will guide the City through Contractor selection and evaluation process of all proposals received in response to the RFP for the Project. This process will include the development of forms and documentation and results in identification of best value respondent. The CONSULTANT shall assist in the review and evaluating in a manner that does not disclose the contents of the proposals during the selection process to any persons other than the City.
4. CONSULTANT shall confirm that design professional identified for the project has been selected as part of the Design-Build project delivery method as defined in Texas Government Code Chapter 2269.
5. As part of Contractor response to the RFP, the CONSULTANT shall evaluate the proposed project delivery process with City and establish protocols, methodology, requirements, and reporting documentation to protect the City's interest
6. As per direction of the City, CONSULTANT will assist in the negotiation process with the selected Contractor.

PROJECT DEVELOPMENT EXECUTION

C. Design Process

1. The CONSULTANT shall assist the selected Contractor as needed, in obtaining all required approvals and permits from utility companies and the City or other government agency having jurisdiction and in accordance with project requirements.
2. The CONSULTANT shall be responsible for reviewing the completeness and accuracy of the documentation provided by the Contractor related to Project requirements.
3. The CONSULTANT shall attend regular Project coordination meetings, to be held between the CONSULTANT and the Contractor during the Design Process.
4. The CONSULTANT shall attend monthly City meetings as required to provide update to



the City Council and City Manager.

5. CONSULTANT shall perform a constructability review of contract documents; review with City and Contractor; provide cost analysis of potential cost savings and possible time impact on project schedule.
6. CONSULTANT shall coordinate all necessary Independent Testing Firm's Activities & Assist in Procurement of these firms (Surveying, Material Testing, etc.). Coordination of vendors under a separate contract shall be required to be coordinated by CONSULTANT as well. Any necessary services, as determined by the City, that fall outside of the Contractors services shall be contracted under a separate agreement by the CONSULTANT.

D. Construction Administration

1. The CONSULTANT shall attend monthly Construction Administration job site meetings and shall provide written report(s) to the City.
2. The CONSULTANT shall attend the pre-construction meeting.
3. The CONSULTANT shall provide general oversight of the development and construction process, including but not limited to periodic visits to the site as deemed necessary; make regular reports as may be required by the City; keep the City informed of the progress of construction; maintain electronic records for shop drawings, shop drawings logs, RFI logs, deficiency logs, Change Order logs, Proposal Change logs, ASI logs; review contractor's pay applications with Contractor's Architect and Contractor to confirm compliance with work in place; review schedules and drawings for compliance with the design specifications; recommend substitution of materials thereof subject to City knowledge and approval; attend the final punch-list inspection(s) of the facility; and secure the Contractor's Certificate of Completion.

E. Project Closeout and Completion

1. The CONSULTANT, as part of his basic services, shall advise the City of any deficiencies in construction of the facility and recommend remedial action.

F. Miscellaneous Services

1. The CONSULTANT shall provide technical direction to the City during the development and construction of Project.
2. The CONSULTANT shall work for the City and shall serve as liaison between the City and the Contractor during the term of the project.
3. The CONSULTANT will ensure that the Contractor complies with all federal, state and local laws, rules, regulations and ordinances that are applicable and shall fulfill all the requirements set forth in the development, permitting, construction of the municipal



facilities.

4. The CONSULTANT shall endeavor to secure compliance by Contractor with the contract requirements and make reasonable effort for ensuring that the Contractor meets all deadlines and report to the City any schedule milestones not being achieved.

## **Project Schedule**

The final schedule for design build will be determined with input from the consulting team during negotiations for the professional agreement. The anticipated RFQ schedule is as follows:

RFQ Issued:	November 29, 2018
Proposals Due:	December 12, 2018
Notice of Final Consultant Selection*:	December 14, 2018
Consultant Interviews, if necessary:	December 19, 2018
Notice of Final Consultant Selection:	December 21, 2018

\*Notice of Final Consultant Selection will be made on December 14, 2018, if no consultant interviews are held.

Deadline for submission is Friday, December 12, 2018 at 5 p.m. in the Public Works Office located at 2118 S Uhl Road, Glenn Heights, TX 75154. For more information, contact Brian Lockley AICP, CPM, Deputy City Manager, at 972.223.1690 ext. 450. Any RFQ received after the time and date specified will not be opened and will be returned.

Sealed qualifications should be addressed to:

Brian Lockley, AICP, CPM  
Deputy City Manager  
2118 S Uhl Road  
Glenn Heights, Texas 75154  
RFQ 2018-06 MUNICIPAL FACILITY SERVICES PROJECT MANAGEMENT SERVICES

## **RESPONSE EVALUATION CRITERIA**

The Firm's response will be evaluated based on the criteria presented below.

1. Availability of Designated Project Architect/Engineer/Project Manager (40 points)

The Project Architect/Engineer/Project Manager must be licensed and registered with the State of Texas with adequate experience in managing projects. A resume for each person who will have any management responsibility, direct or indirect, for the Project, including but not limited to project executives, project managers, field superintendents and field engineers must be included in the appendix. Scope of relative projects must be included as well with references. Provide detailed information about the company history, primary business, management/organizational details, and specific architectural/engineering experience in the engineering, design, and



construction of public facilities. Highlight experience in performing work such as new projects and additions/renovations. Work samples that demonstrate experience in engineering design and expertise in maximizing construction budgets are required. Provide a list of comparable clients from the last three (3) years and the types of architectural, engineering and construction management service provided to each client. Describe capability to complete projects within defined timeframes, particularly similar municipal facilities projects in Texas.

## 2. Professional Qualifications of Team (30 points)

The Firm should provide information on their proposed applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the services in the contract. The Firm shall have experience in handling similar contracts. The Firm should provide resumes of key staff relevant to the requirements of this RFQ to include information about project managers, work experience, education, affiliation, and awards. The designated project manager should be one (1) Licensed Architect or Engineer with educational background or strong experience in municipal facilities design, construction, and project costs with construction management and inspection of related structures. Additionally, the respondents designated project manager will represent 80% of the project at all times (e.g., meetings with City, meetings with Applicant, presentations to City Council)

### 1. Understanding of Project (20 points)

Provide a general description of the methodology to be used in conducting a municipal construction project from project inception to completion of construction. Provide a general framework for project scheduling and cost estimating within the required environment. Describe the involvement of the Firm with the City to develop scope and quality for the Project to maximize the use of available funds. The response shall include the following: (a) Demonstrate an understanding of the scope of services. (b) Articulate approach to complete the scope. (c) Address appropriate Federal/State/Local regulations and policies.

### 2. Familiarity with Applicable Rules and Regulations (10 points)

The response should indicate, through experience of public facilities design and construction management, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).